RULES AND PROCEDURES TOURISM ADVISORY BOARD

- Rule 1.1 Regular Meetings. Regular meetings of the Tourism Advisory Board will be held on the fourth Tuesday of each month, beginning at 6:30 p.m. Public notice of all regular meetings of the Tourism Advisory Board shall be given as required by the Texas Open Meetings Act, Section 551.001 et seq. of the Government Code.
- Rule 1.2 Special Meetings. Special meetings of the Tourism Advisory Board may be held on such dates and at such times as called by the Chairman or, in his/her absence, the Vice Chairman. Public notice of all special meetings of the Tourism Advisory b shall be given as required by the Texas Open Meetings Act, Section 551.001 et seq. of the Government Code.
- Rule 1.3 Work Sessions. Tourism Advisory Board work sessions may be held at such time as the Board determines necessary and will generally commence at 6:30 p.m. Such work sessions may coincide with regular meetings of the Tourism Advisory Board however work sessions may be held at such other times as may be necessary or beneficial. Public notice of all Tourism Advisory Board work sessions shall be given as required by the Texas Open Meetings Acts, Section 551.001, et seq. of the Government Code.
- Rule 1.4 Retreats, Seminars. The Tourism Advisory Board may hold retreats or seminars in lieu of the regular meetings or work sessions. Public notice of all Tourism Advisory Board retreats or seminars shall be given as required by the Texas Open Meetings Act, Section 551.001, et seq. of the Government Code.
- Rule 1.5 Joint Meetings. The Tourism Advisory Board may hold joint meetings with the City Council or other boards, commissions or task forces in addition to their other meetings. Public notice of all joint meetings shall be given as required by the Texas Open Meetings Act, Section 551.001, et seq. of the Government Code.
- Rule 1.6 Location of Meetings and Work Sessions. All regular meetings, special meetings, joint meetings and work sessions of the Tourism Advisory Board shall be held at the City Of Cedar Park City Hall Complex, 450 Cypress Creek Road. Regular meetings shall be held in the City Council Chambers unless the Chairman (a) determines that an irresolvable scheduling conflict exists in the use of the City Council Chambers and (b) promptly notifies the Tourism Advisory Board members of choice of an alternate location.
- Rule 1.7 Delivery of Minutes to City Secretary. The Tourism Advisory Board shall promptly deliver to the City Secretary all minutes of regular meetings, special meetings, joint meetings, work sessions, and retreats upon approval thereof.

- Rule 1.8 Tourism Advisory Board Reports. The Chairperson of the Tourism Advisory Board or his/her designee shall report to the City Council on the activities of the Tourism Advisory Board at such time as may be directed by the City Council.
- Rule 1.9 Policy Directives. The City Council is ultimately responsible for the establishment of City's policies. The Tourism Advisory Board is cognizant of the City Council's primary responsibility to establish, approve, disapprove, or modify the City's policies. The Chairman of the Tourism Advisory Board shall ensure that any proposed policy directive initiated by the Board is reported to and approved by the City Council before issuance of any such policy directive.
- Rule 1.10 Rules and Procedure. Upon an affirmative vote, these Rules and Procedures, and any amendments thereto, shall be forwarded to the City Council for their review and approval. Upon the City Council's approval, the Rules and Procedures, or any amendments thereto, shall become effective.
- Rule 1.11 Attendance. A position on the Tourism Advisory Board shall become vacant if a Member fails to attend either: a) three (3) consecutive; or b) more than fifty percent (50%) of all Tourism Advisory Board meetings during any twelve (12) month period from appointment or reappointment without being excused by vote the Board. Absence from any Board meeting shall be excused only for reasons of personal illness or immediate family emergencies. Attendance shall be taken and noted by the Chairman at the beginning of all meetings with notations as to whether a Member's absence is excused or not. No absence shall be considered by the Board to be excused unless, prior to the meeting, the Member contacts either the City's Tourism staff or the Chairman and indicates such request and the reason for such request.

Chapter 2: Agenda

- Rule 2.1 Preparation of the Agenda. The Chairman or, in his/her absence, the Vice Chairman is responsible for preparing or ensuring the preparation of the Agenda for each meetings, work session, retreat, or seminar.
- Rule 2.2 Agenda Categories for Board Meetings: For each Tourism Advisory Board meeting, the Agenda may contain any of the following categories:
 - a. Call to Order;
 - b. Role Call;
 - c. Approval of Minutes;
 - d. Citizen Communication;
 - e. Board Members' Opening Comments;
 - f. Discussion and Possible Action on Policy and Procedures;
 - g. Consent Agenda;
 - h. Monthly Reports on Marketing Results
 - i. Monthly Reports on Results of Tourism Outreach Efforts
 - i. General Discussion Items

- k. Staff Presentations;
- 1. General Training
- m. Executive Session;
- n. Possible action on Executive Session matters;
- o. Members and Staff Closing Comments; and
- p. Adjournment.

The categories listed above are demonstrative and are not meant or intended to be exclusive.

- Rule 2.3 Consent Agenda. Any item on the Consent Agenda shall be removed at the request of a single Member. A request for removal from the Consent Agenda may be made (a) in writing directed to the Chair and distributed to the Tourism Advisory Board; or (b) verbally during Members' Opening Comments. Any item removed from the Consent Agenda shall be considered as a separate action item at the meeting on which such item appears on the Consent Agenda.
- Rule 2.4. Placement of Agenda Items by Board Members. Any Tourism Advisory Board Member may request the placement of any item on the Agenda. Any Agenda item so requested shall bear the requesting members name on each occasion at which the item appears on the Agenda. A Member may request the placement of any item on the Agenda: (a) during Opening Comments or Members and Staff Closing Comments; or (b) in writing directed to the Chairman.
- Rule 2.5 Public Availability of Agenda. In addition to the requirements of the Texas Open Meetings Act, Section 551.001, et seq. of the Government Code, the Tourism Advisory Board Agenda and supporting materials, excluding exempt materials, shall be made available to any member of the public who requests same. However, any member of the public requesting the Tourism Advisory Board Agenda and supporting materials, excluding exempt materials, shall pay all costs associated with the reproduction of the Tourism Advisory Board Agenda and/or supporting materials, excluding exempt materials, in accordance with the standards established by the General Services Commission. The Tourism Advisory Board Agenda shall also be made available to the public on the City's internet website.
- Rule 2.6 Description of Certain Agenda Items. For each Agenda item requiring consideration and/or action by the Tourism Advisory Board, excluding items on the Executive Session Agenda, the Agenda shall (a) reflect a brief substantive description of the matter for consideration and/or action, (b) identify the staff resource person(s) responsible for the item, and (c) if appropriate, provide a staff recommendation or proposal for action.

Chapter 3: Conduct of Meetings

Rule 3.1 Officers. The Officers of the Tourism Advisory Board shall consist of a Chair, Vice-chair, and Secretary. The Officers of the Board shall be elected on an annual

basis by majority vote of the Tourism Advisory Board at the first meeting following Council appointments/reappointments. Terms of office shall be one (1) year. An officer may be reelected for an additional one year term but no individual shall serve for more than two (2) consecutive terms. All officers shall be subject to removal from office at any time by a vote of the majority of the entire Board. A vacancy in the office of any officer shall be filled by a vote of a majority of the Board.

- Rule 3.2 Powers and Duties of the Chair. The Chair shall preside at all meetings of the Tourism Advisory Board. He or she shall have the power to sign and execute all appropriate documents as the Chair of the Tourism Advisory Board. He or she shall have general and active management of the business of the Board and shall perform all the duties usually incident to the office of the Chair. If the Secretary is unable to attend any meeting, the Chairman or Vice Chairman may appoint an acting Secretary for purposes of such meeting.
- Rule 3.3 Vice-Chair. The vice-chair shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the Chair during that officer's absence or inability to act. Any action taken by the vice-chair in the performance of the duties of the chair shall be conclusive evidence of the absence or inability to act of the chair at the time such actions was taken.
- Rule 3.4 Secretary. The secretary shall attest to the minutes of all meetings of the Tourism Advisory Board and cause such minutes to be maintained in books provided for that purpose; shall provide all notices; may sign with the Chair, or vice-chair, in the name of the Board, all appropriate documents; and shall in general perform all the duties incident to the office of secretary. Copies of the executed minutes of the Board shall be filed with the city secretary of the City. Official Records of the Board, including agenda and minutes of all Tourism Advisory Board meetings shall be maintained and on file in the office of the Tourism Director and/or his/her designee.
- Rule 3.5 Rules of Procedure. The Tourism Advisory Board shall determine its own rules of procedure, voting, and order of business except that, upon request of any member, the most current form of Roberts Rules of Order shall be followed for the designated item before the Board. A standard procedural format shown as Exhibit A is attached hereto and adopted by reference as part of these Rules and Procedures. (Resolution PZ-R-06-001 adopted 3/21/06)
- Rule 3.6 Parliamentarian. The City Attorney or any Assistant City Attorney shall serve as parliamentarian for the Tourism Advisory Board, who shall construe all applicable procedural rules liberally.
- Rule 3.7 Applicant Discussions. Individual Members shall not meet with or discuss with any Applicant issues subject to the regulation or authority of the Tourism Advisory Board except within the confines of properly posted and noticed meetings.

- Rule 3.8 Applicant Presentation. With the exception of the Consent Agenda, Applicant, or his/her agent, shall make any presentation necessary for a public hearing or before consideration of a possible action item. Unless modified by the Tourism Advisory Board such presentation shall follow any presentation made by City staff.
- Rules 3.9 Presentation by City Staff. With the exception of the Consent Agenda, City staff shall make any presentation necessary for a public hearing or before consideration of a possible action item.
- Rule 3.10 Written Presentation by City Staff. For each request submitted to the Tourism Advisory Board for consideration and action, the following material shall be provided to the Board: applicant's documents, staff report, map and any written citizen communications received by staff.
- Rule 3.11 Public Presentation. During any public hearing on any matter before the Tourism Advisory Board, and after any presentation by the Applicant, or his/her agent, and City staff, any other member of the public who desires to address the Board may do so, provided that (a) he/she limits such presentation to three (3) minutes, and (b) he/she fills out and presents a registration card for each Agenda item prior to addressing the Tourism Advisory Board.
- Rule 3.12 Citizen Communications. Any member of the public who desires to address the Tourism Advisory Board during Citizen Communication may do so, provided that (a) he/she limits such presentation to three (3) minutes, and (b) he/she fills out and presents a registration card identifying the topic on which he/she desires to address the Tourism Advisory Board.
- Rule 3.13 Registration Card. The registration card referred to in Rules 3.11 and 3.12 shall include the following information: (a) full name; (b) business or residential address; (c) business or residential telephone number; (d) representation; (e) Agenda item or topic; and (f) brief statement of position [e.g. for or against an Agenda item or summary of communication].
- Rule 3.14 Expansion of Time for Public Presentation and Citizen Communications. The Chairman may expand the time limit set forth in Rules 3.11 and 3.12 for up to an additional three (3) minutes if the presenter requests an extension unless a Board member objects. In the event of a Board member's objection to a request for extension, the Board shall vote to approve or disapprove the request for extension.
- Rule 3.15 Time Keeper. The City Attorney, any Assistant City Attorney, or the Board's Secretary shall serve as time keeper for any public presentation made to the Tourism Advisory Board.
- Rule 3.16 Repetitive Presentations. The Chairman may deny any presenter the opportunity to address the Board if the presentation made or offered is repetitive of a presentation previously made.

Rule 3.17 Board Vote. The Board Secretary or his/her assignee shall maintain, and the minutes shall reflect, the votes made by the Tourism Advisory Board in open meeting.

- (a) Consent Agenda. The Tourism Advisory Board shall vote on the Consent Agenda by voice vote or by a show of hands as directed by the Chairman.
- (b) Separate Action Items. All votes shall be by show of hands, unless a motion for a division of the assembly is approved by the Tourism Advisory Board. In the event of a division of the assembly, the Board Secretary or his/her assignee shall poll the Tourism Advisory Board as directed by the Chairman.
- (c) An affirmative vote of four (4) Board members is required for approval of an item and any Board recommendation to City Council.

Rule 3.18 Executive Session; Certified Agenda. All executive sessions shall be recorded by certified agenda in conformity with Section 551.001, et seq. of the Government Code.

PASSED AND APPROVED this 25th day of September, 2012.

Chairman

ATTEST:

Secretary

Rules and Procedures Tourism Advisory Board

Exhibit A

Procedural Format

Citizens Communications

Citizens Communications are to provide an opportunity for any individual in attendance to speak on an item that is <u>not</u> on the posted agenda. (Since this is a "non-posted item" no discussion or dialog on the part of the Board may occur.)

Consent Agenda

Chair reads the following statement regarding the Consent Agenda.

"Items on the consent agenda are technical or procedural issues. All items posted on the
consent agenda will be acted upon with a single motion, will include all staff
recommendations and will not have any further discussion. If anyone wishes to discuss an
item or have separate consideration of an item now posted on the consent agenda, they
may ask that it be removed for individual action. The consent agenda this evening
consists of items, shown as agenda items through Is there
anyone present who wishes to remove an item from the consent agenda for separate consideration?"
(If an item is to be removed, the requestor must state the item number and caption before

it can be withdrawn from the consent agenda).

If not, Chair accepts motion to approve consent agenda, second, and calls for vote.

(Any item (s) removed from the Consent Agenda is/are to be called up immediately after approval of remaining consent agenda items and acted on individually and in order)

Public Hearing and Board Recommendations

(Chair calls up each item as listed on the Agenda)

Standard Order of Business

- Chair recognizes Staff for opening presentation (5 minutes maximum)
- Applicant and/or designated agent may address the Board (8 minutes maximum)
- Board Members may ask question & request clarifying information from staff and/or applicant. This time is not deducted from the stated times above. Chair may extend staff's or applicant's time up to 3 additional minutes if there is no objection from any Board member. It takes a majority vote of the Board members present and voting to override an objection.

Chair closes the Regular Session and Opens the Public Hearing

- Chair Call speakers from sign up sheet or registration card (3 minutes per speaker) Chair shall limit speakers to those providing new information. Individuals with no new information shall be permitted to state their name and whether they are for or against the issue.
- Chair asks if anyone in the audience wishes to speak (3 minutes per speaker and must fill out a registration card.

(The Chair may extend the time limit for a speaker by an additional 3 minutes upon request and without objection of a Board member. In the event of objection, the Board, by majority vote of those present and voting, may extend the time up to a maximum of three minutes. A speaker may receive only one extension of time)

Chair closes the Public Hearing and reopens Regular Session

- Chair recognizes Applicant and/or agent for comments (3 minutes)
- Chair recognizes staff for closing comments (3 minutes)

Chair entertains a motion and second.

Board members may engage in discussion related to the motion but may only ask for clarifying information from staff or applicant.

Chair calls for vote on the motion.

(Chair may call for a show of hands or roll call vote. A concurring vote of four (4) members of the Tourism Advisory Board shall be necessary to submit a recommendation to City Council.)